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OFFICE OF THE STATE BUDGET
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CENTER FOR EDUCATIONAL
PERFORMANCE AND INFORMATION

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MEMORANDUM:

DATE: August 9, 2004

TO: LEA School District Superintendents and Public School Academy Directors

FROM: Margaret M. Ropp, Ph.D., Acting Director, Center for Educational Performance and Information
Jeremy M. Hughes, Ph.D., Chief Academic Officer/Deputy Superintendent, Michigan Department of Education

SUBJECT: Instructions for Modifying and Submitting Graduation and Dropout Rates for School Year 2002-2003 via the Education Data Network (EDN)

In a memo dated July 28, 2004, school districts were informed that detailed instructions would be forthcoming concerning modifying and submitting graduation and dropout rates for school year 2002-2003 via the Education Data Network (EDN). This memo will address the following issues: EDN pre-population utilizing Single Record Student Database (SRSD) data, EDN security, accessing the IM-4203 Pupil Headcount Report, and accessing the EDN to modify and submit data.

The EDN IM-4203 Pupil Headcount Report correction/submission window is scheduled to open on Monday, August 16, 2004, and will close at 11:59 p.m. on Tuesday, August 31, 2004. This will be the **only** opportunity for school districts to correct their data. When the EDN correction/submission window is closed, school districts will not be able to change the data that will determine the graduation and dropout rates for 2002-2003.

EDN Pre-Population Utilizing SRSD Data:

The Center for Educational Performance and Information (CEPI) has utilized the spring 2003, end-of-year 2003, and fall 2003 data submissions to determine grades 9, 10, 11, and 12 fall 2003 enrollments and district transfer information. The Department of Information Technology (DIT) has pre-populated these data into the EDN for you to modify and submit to CEPI.

For information concerning the procedure utilized to extract the SRSD enrollment and transfer information, go to the CEPI Web site at www.michigan.gov/cepi and click on Education Reports on the left-side navigation bar. The "Background on Graduation and Dropout Rates" documentation is located under the CEPI section.

Only after the data are submitted to CEPI, will those data be available for the Adequate Yearly Progress (AYP) calculations used in the Michigan School Report Card for high schools, as well as for the graduation/dropout report submitted to the Michigan Legislature.

EDN Security:

Only authorized users may modify and submit data via EDN. If you are unsure about whom your authorized user is, you may contact the DIT Client Service Center via e-mail at HELP-Desk@michigan.gov or call 517-335-0505. Please provide your specific issue, name, district code, district name, telephone number (including area code and extension), and e-mail address.

If you need to assign a new authorized user for the EDN headcount application, that user will need to complete the EDN Security Agreement. You may access a copy of the security agreement from the CEPI Web site at www.michigan.gov/cepi. Click on "Education Data Network (EDN) Help" on the right-hand "Quick Links"

navigation bar. The security agreement form is located under the EDN Security section. Complete the security agreement and fax it to the DIT Client Service Center at 517-241-8439.

Accessing the 2003-2004 IM-4203 Pupil Headcount Report:

Similar to last year, the 2003-2004 IM-4203 Pupil Headcount Report has three basic functions: 1) collecting the high school buildings' headcount for fall 2003, 2) collecting the transfer information for the 2002-2003 school year, and 3) collecting the graduation information for the 2002-2003 school year (class of 2003). All three of these components are used to calculate the 2002-2003 graduation and dropout rates.

Since the graduation and dropout rates are collected one year behind each pupil headcount report, the 2002-2003 graduation and dropout rates are calculated from data reported on the 2003-2004 IM-4203 Pupil Headcount Report. A copy of the 2003-2004 Pupil Headcount Report may be accessed from the CEPI Web site at www.michigan.gov/cepi. Click on "Education Data Network (EDN) Help" on the right-hand "Quick Links" navigation bar. The report is located under the IM-4203 Pupil Headcount Report section. This report is to be used only as a template for submitting the IM-4203 pupil headcount report via the EDN. Paper forms will not be accepted by CEPI. All data must be entered online via the EDN.

Accessing the EDN to Modify and Submit Data:

Only authorized users may modify and submit data via the EDN. To access the EDN, go to the CEPI Web site at www.michigan.gov/cepi and click on "Education Data Network (EDN) Help" on the right-hand "Quick Links" navigation bar. The link to the EDN application is located under the EDN Access section.

New users to the EDN may be asked to "Download and run ActiveX control." You must answer "Yes" to use Terminal Services as your access method. A small applet (an application that has limited features) will be written to your personal computer (PC).

While utilizing the EDN system, your mouse will not function properly. Use your keyboard to navigate through the application. Utilize the <enter> and arrow keys to navigate within the application.

- 1) At the "Connecting to the EDUCATION DATA NETWORK System" screen, press any key to continue.
- 2) At the "Welcome to the Education Data Network (EDN)" screen, press any key to continue.
- 3) At the "SECURITY SIGN-ON WINDOW" screen, enter your password and press the <enter> key, then enter your district code and press the <enter> key. If you entered your password and district code correctly, the system will log you in and ask if you wish to change your password.
 - a. If you are unsuccessful in logging in to the system, try your password and district code again.
 - b. If you are still unsuccessful in logging in to the system, please contact the DIT Client Service at 517-335-0505.
- 4) If you do not want to change your password, press the <enter> key. If you would like to change your password, press "Y" then press the <enter> key. Follow the instructions displayed by the system in order to change your password.
- 5) At the "July 16, 2004 Education Data Network" information screen, press any key to continue.
- 6) At the "Activities Menu," select option "A. Enter/View Data & Reports" from the menu. (You may either press the letter "A" on the keyboard or you may use the arrow keys to arrow down to option "A" and press the <enter> key.)
- 7) At the "Enter/Review Data" screen, enter the five-digit district code for your district, and press <enter>.
- 8) At the "Fiscal Year Selection Menu," select option "B. 2003-2004." (The 2002-2003 graduation and dropout rates are associated with the 2003-2004 Pupil Headcount Report. The rates are calculated one year behind the pupil headcount report.)
- 9) At the "Forms Selection Menu," select option "C. IM4203 Headcount Data (2002-2003 rates)." At the "Head Count Data" menu, there are five options:
 - A. Enter/View Head Count Data – select this option to modify/view data;

- B. Display 2003 Graduation/Dropout rates – select this option to display district level rates;
 - C. Reports – select this option to request an e-mail with the graduation and dropout rates attached;
 - D. Completion Process – select this option to accept the data and submit those data to CEPI;
 - E. FTP File input – available – select this option to submit updated data to replace the current data.
- 10) Listed below are the "**suggested steps**" to follow in order to review, modify and submit your data to CEPI:
- a. From the "Head Count Data" menu, select option "A. Enter/View Head Count Data."
 - b. From the "Head Count Basic Data" menu, select option "B. All Schools." (Selecting "All Schools" will cycle you through all the buildings in your district that are included in the graduation and dropout rates.) After you select option "B. All Schools," the fall 2003 (September 24, 2003) headcount data that was extracted from the SRSD submission will be displayed. To make modifications to these data, use the <enter> key to navigate to the appropriate cells and update those data, then enter the correct data and press <enter>. After you have made all the necessary modifications, press the <Page Down> key to accept the changes. Press the <enter> key to confirm your updates.

The next screen will be the transfer information for school year 2002-2003. The transfer information should cover the period between September 25, 2002 through September 23, 2003. The transfer data should reflect the entire twelve-month period. The only transfer information pre-populated (if available) were the in/out from/to other districts. The within-same-district in/out from/to other grade or school, transfer-out-to alternative, and retained-in grade information was not pre-populated using SRSD data. To make modifications to these data, use the <enter> key to navigate to the appropriate cells and update those data, then enter the correct data and press <enter>. After you have made all the necessary modifications, press the <Page Down> key to accept the changes. Press the <enter> key to confirm your updates.

Items 1 through 9 are calculated by the system and cannot be directly modified. Items 2, 3a, 3b, 4, 7, 8, and 9 will recalculate if you have made modifications to those data. Review the screen to ensure that item 7 – Unaccounted (dropouts) is not negative. If item 7 is negative, items 7, 8, and 9 will be shaded. Negative numbers are unacceptable and will cause your data to be unacceptable at the completion process. If you have negative numbers (shaded areas), you will need to make adjustments to your data in order for it to be submitted.

Review item 6, Graduates - Class of 2003, located under the column labeled 2003. This count is the number of regular-diploma graduates extracted from the SRSD submission. Graduation data are collected on two screens. On page 4 of 5, (see upper right hand corner of EDN screen) item A is the regular diplomas, and item B is the alternative programs. Also, the number of students enrolling in a two or four-year college and the number of students enrolling in a non-degree granting institution are collected. On page 5 of 5, item C is the high school completers, and item D is the other certificates. To make modifications to these data, use the <enter> key to navigate to the appropriate cells and update those data, then enter the correct data and press <enter>. After you have made all the necessary modifications, press the <Page Down> key to accept the changes. Press the <enter> key to confirm your updates. Repeat step 10b for all of the buildings displayed by the system.

- c. At the "Head Count Basic Data" menu, select the "return" option. Press the <enter> key to navigate back to the "Head Count Data" menu. If you have made changes to your data, an information window will display requesting you to perform a completion on the data to release it to CEPI.
- d. From the "Head Count Data" menu, select option "C. Reports." From the "Head Count Report" menu, select option "C. Dropout School Buildings, only." This report will include enrollment, transfer, and graduation information for each building in your district included in the graduation and dropout rates. The system will require you to enter your e-mail address, name and phone

number (optional). Follow the instructions displayed by the system. The system will return you to the "Head Count Report" menu. Now select option "E. District Dropout Report." This report will include the enrollment, transfer, and graduation counts, as well as the district's graduation and dropout rates. The system will again require your contact information. If you have already supplied those data, it will be pre-populated for you. Press the <enter> key three times to accept this information and you will return to the "Head Count Report" menu.

The requested reports will be e-mailed as attachments to the e-mail address provided. After you receive the reports, verify all of the data are accurate. If updates are needed, use the above instructions to modify the appropriate information. If needed, request updated reports for your review. Once you have accurate data stored in the system, those data need to be submitted to CEPI.

- e. **Finally, in order for the data to be utilized for the Adequate Yearly Progress (AYP) calculations used in the Michigan School Report Card for high schools, as well as for the graduation/dropout report submitted to the Michigan Legislature, you MUST perform option "D," the Completion Process.** From the "Head Count Data" menu, select option "D. Completion Process." After you select option "D," the system will display the district-level report on the screen. Review the data to ensure they are accurate and that items 7 through 9 are **not** highlighted. If items 7 through 9 are highlighted, the system will not accept your data. You must first modify your data to eliminate the negative numbers, then you must perform another completion on those data. Your data will not be released or available until you receive confirmation that your data has been submitted. Follow the instructions displayed by the system in order to submit your data.

After your data have been submitted via the completion process, your graduation rate will be transferred to AYP from the EDN. Likewise, your graduation and dropout rates will be made available for our annual report to the Michigan Legislature.

We suggest that this communication be immediately forwarded to the individual(s) at your district who is(are) responsible for reviewing, modifying and submitting the EDN IM-4203 Pupil Headcount Report. Once again, the EDN IM-4203 Pupil Headcount Report correction/submission window is scheduled to open on Monday, August 16, 2004, and will close at 11:59 p.m. on Tuesday, August 31, 2004. This will be the only opportunity for school districts to correct their data. When the EDN correction/submission window is closed, school districts will not be able to change the data that will determine the graduation and dropout rates for 2002-2003.

cc: ISD superintendents
PSA authorizers